

MBRC NEWS

Volume 4, Issue 1

May, 2001

E-Mail Responses

We appreciate the concerns that have been expressed regarding the amount of time that it takes to become licensed as a Respiratory Care Practitioner in the State of Missouri. Each application received by the Board must go through an established process.

Once an application is received by this office it is reviewed and an acknowledgment letter is sent to the applicant. If the application is deficient in some manner, the letter will tell the applicant what documents and/or information is needed to correct. The application then remains on file until the applicant follows up and the required documents/information are received. Other deficiencies which often occur is that the check for \$14.00 fingerprint fee is not made payable to the correct entity or the check is for an incorrect amount. It may take from 6 - 8 weeks for the fingerprint cards to be processed by the Missouri State Highway Patrol.

An example of a time frame for an application is as follows:

1/14/00 Application for licensure and \$65.00 fee were received.

1/18/00 An acknowledgement letter was mailed to the applicant notifying the applicant that we still needed the Verification of Credentials which must be mailed directly from the NBRC, the Verification of Licensure received directly from the other state, as listed on the application, and the \$14.00 fingerprint fee made payable to the Criminal History Record Check Fund.

3/13/00 The Board received a check in the amount of \$14.00 made payable to the MBRC for the fingerprints. Because the check was not made out to the correct entity, it had to be sent back to the applicant with a request for a correct check.

3/20/00 The verification of licensure from the other state boards, and the credentials from the NBRC were received by the Board office.

3/29/00 The remaining verification of licensure were received.

4/5/00 Received the corrected check and sent the fingerprint card and fee to the Highway Patrol.

4/28/00 Fingerprint report received back from Missouri State Highway Patrol.

5/12/00 The license was issued and mailed to the licensee.

A student cannot be issued an Educational Permit until the Registration of Supervision is completed. The permit is valid for 18 eighteen months from the day of graduation. Following is an example of the time frame for an Educational Permit application:

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Governor
The Honorable Bob Holden

Department of Economic Development
Joseph L. Driskill, Director

Division of Professional Registration
Marilyn Taylor Williams, Director

Missouri Board for Respiratory Care
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Oak Grove, Missouri

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Donald J. Miller, C.R.T., Member
Jackson, Missouri

Mark D. Jackson, M.P.A., R.R.T., Member
Columbia, Missouri

Mary Wheeler-Jones, Public Member
St. Louis, Missouri

Staff
Kevin Kinkade, Executive Director
Sharon Roberts, Executive Assistant
Courtney Nokes, Licensing Technician

3605 Missouri Boulevard
P.O. Box 1335
Jefferson City, MO 65102
(573) 522-LUNG (5864)
(573) 526-3464 Fax
(800) 735-2966 TTD

URL: www.ecodev.state.mo.us/pr/mbrc
Rcp@mail.state.mo.us



MISSOURI
DEPARTMENT OF ECONOMIC DEVELOPMENT

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Example of Educational Permit

10/15/99 Educational Permit application and \$25.00 fee were received into the Board office.

10/22/99 An acknowledgement letter was sent to the applicant stating the application must be signed and notarized, the Verification of Education form must be signed and notarized, and the \$14.00 fingerprinting fee made payable to the Criminal History Record Check Fund must be enclosed.

9/11/00 The original application, along with the Verification of Education forms were received at the Board office.

12/14/00 The \$14.00 fingerprinting fee, which had not been included with the original application, was received. The fingerprint card and fee were then sent to the Highway Patrol for processing.

2/14/01 The fingerprint report was received from the Patrol.

In this case the permit is only valid for 18 months from the date of graduation. The date of graduation listed on the Verification of Education form plus 18 months would cause this permit to expire on January 14, 2001. Therefore, the Board office would be unable to issue the Educational Permit.

The Temporary Permit is valid for 18 months from the date it is issued. Following is an example of a time frame for a Temporary Permit application:

Example of Temporary Permit

11/30/00 Temporary Permit application and the \$50.00 fee were received.

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12/19/00 Acknowledgement letter was mailed stating the \$14.00 fingerprinting fee made payable to the Criminal History Record Check Fund was missing.

2/20/01 We are still waiting on the \$14.00 fingerprinting fee.

These are just a few instances where the applicants have been notified by the Board and have not followed up in a timely manner. The Board staff has one Licensing Technician II who processes applications. The Board does not have the resources to follow up with each applicant periodically after receiving their application, to remind them what is needed. The initial acknowledgement letter serves as the only communication the applicant will receive concerning application status.

If a licensee is waiting or has been waiting for an extended period of time they may contact the Board office by e-mail rcp@mail.state.mo.us or telephone at (573) 522-5864 and the Board office will be happy to check the status of the application.

Once a license is mailed from the board office to the address that is on file with us and for whatever reason is not received by the licensee, a \$10.00 fee is required for a duplicate and must be accompanied by a notarized statement explaining that the individual did not receive the license. It is the responsibility of the licensee to keep the office informed of any changes to the licensees mailing address.

You may reach the Board office by e-mail at rcp@mail.state.mo.us or by phone at (573) 522-5864.

Rule Changes

4 CSR 255-1.040 Fees

Change the word Annual to Biennial and the fees from \$50.00 to \$100.00 on active license renewal and from \$15.00 to \$30.00 on Inactive.

4 CSR 255-2.040 License Renewal

Changes the word Annual to Biennial.

4 CSR 225-2.050 Inactive Status

Changes the word Annual to Biennial.

4 CSR 255-2.060

Reinstatement

Changes the language from twelve (12) months for continuing education reporting period to twenty-four (24).



4 CSR 255-3.010 Supervision of Permit Holders

This is to change the language of "full professional responsibility" to "oversight". There will be a statement added to allow a supervisor to designate a person to act as a temporary permit or educational permit holder's supervisor in his/her absence.

4 CSR 255-4.010 Continuing Education Requirements

The changes to this Rule will change the requirements from the annual renewal period to the biennial renewal period.

Continuing Education

Licenses for Respiratory Care Practitioners have moved to a Biennial Renewal cycle. This requires the Respiratory Care Practitioner to earn twenty-four (24) continuing education hours in a two-year time frame. Twelve of these hours may be earned from home study courses. The continuing education hours must be dated between January 1, 2000 and December 31, 2001. Any course that is approved by the AARC or one of its state affiliates will automatically be accepted by the Missouri Board for Respiratory Care. If a course is not approved by the AARC, then it must be submitted to the Missouri Board for Respiratory Care for approval. Once the board has approved a course and an approval number is issued the courses do not need to be resubmitted. The number that is assigned may be used for numerous presentations of the same program.



A letter must be submitted to the Board office with the dates that the program will be presented. If any portion of the program changes, a new application must be submitted. No credit shall be granted to the licensee for the participation in the course more than one time during the same renewal period.

You may contact the Board office at (573) 522-5864 or by e-mail at rcp@mail.state.mo.us for the Continuing Education Application Form.

MBRC V. MSRC

The Missouri Board for Respiratory Care is the state-licensing agency. Any person practicing Respiratory Care in the State of Missouri is required to hold a license with the Missouri Board for Respiratory Care. The Missouri Board for Respiratory Care consists of seven (7) members, all of whom shall be citizens of the United States, eighteen years of age or older and residents and registered voters of the State of Missouri for at least one year. The Board members are appointed by the governor with the advice and consent of the senate for terms of three years. No member shall serve more than two consecutive three-year terms.

The members of the Board consist of one physician, one public member, one hospital administrator, and four respiratory care practitioners. The Board elects annually a chairperson, vice chairperson and a secretary. In even-numbered years the chairperson shall be elected from the respiratory care members and the vice chairperson from the non-respiratory care members, in odd-numbered years the chairperson shall be from non-respiratory care members and the vice chairperson from the respiratory care members.

Any inquiries regarding the licensure process should be addressed to the Missouri Board for Respiratory Care.

The Missouri Society for Respiratory Care is there to encourage, develop, and provide on a regional basis, educational programs for those persons interested in

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respiratory care. The Society facilitates cooperation and understanding among respiratory care personnel and the medical profession, allied health professionals, hospitals, service companies industry, government organizations, and other agencies interested in respiratory care. The MSRC website address is www.msrc.thehospital.com.

New Division Director Appointed



We would like to welcome Marilyn Taylor Williams to the Division of Professional Registration. On January 25, 2001, she was confirmed as the new Director of the Missouri Division of Professional Registration. She replaces Randall

Singer, who served as the Division Director since 1993.

Prior to her confirmation, Ms. Williams of Dudley, served in the House of Representatives from 1991 to 2001. She represented District 156, comprised of parts of Stoddard, Wayne and Bollinger counties, from 1991 to 1993 and represented District 159 - comprised of parts of Stoddard and Scott counties from 1993 to 2001.

In the General Assembly, Ms. Williams' key committee assignments included chair of the House Agribusiness Committee, vice-chair of Appropriations, Agriculture and Economic Resources, and the House Budget Committee. She was also a member of the Missouri Tourism Commission.

We would also like to thank Randall Singer for his dedication and service to the Division.

We wish them both the best.

Application Problems

There have been numerous concerns expressed to the Board regarding the length of time it takes for an individual to receive a license from the State of Missouri. At this time, the Board is supporting legislation to permit the board to issue a temporary letter to an applicant, whose application is on file with the board, and is merely waiting for the criminal history report. When the report is returned from the Highway Patrol back to the board office and the report is negative, the permanent license could then be issued. If the report indicates a positive criminal history that has not been disclosed on the application previously, the temporary letter would be revoked pending further information from the licensee.

The Highway Patrol can take anywhere from 4 to 12 weeks to process the fingerprint cards that the board submits. The Patrol processes fingerprint cards for every agency throughout the State of Missouri that requires fingerprints. The Board feels that if approved the legislation would help the applicant by allowing them to work during the time that the application is waiting for the fingerprint results to be returned. If for any reason we are waiting on other documentation/correction for an application, the temporary letter would not be issued.

It is important to emphasize that the Verification of Credentials must be mailed directly from the National Board for Respiratory Care.

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Division of Professional Registration
Missouri Board for Respiratory Care
PO Box 1335
Jefferson City MO 65102

PRSTD STD
U.S. POSTAGE
PAID
PERMIT NO. 237
Jefferson City, MO

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The normal turn around time for the NBRC is 5 to 7 working days from the day they receive it into their office. The Verification of Licensure from other states in which the licensee previously held a license must be received directly from other states. The licensee must allow time for the licensing board to process this documentation. It is also important for the licensee to contact that board and inquire if a fee is required for this service.

The application, the application fee, the fingerprint card and the separate \$14.00 fee made payable to the Criminal History

Record Check Fund must then be submitted to the board office.



Disciplined Licensees

Phyllis A. Schulte, Crestwood, MO –
2001001704
334.920.1 and 2(5), (6), (12) and (14) RSMo
Supp. 1999
Practice without a license
Initial license on probation for 3 years